

ARTS AND SCIENCES

Mission

The Arts and Sciences Division provides the highest quality traditional, distance and career education opportunities that prepare students for success in an increasingly technical and global workforce market place.

Vision

The Arts and Sciences Division will be a national model for academic excellence in traditional, distance and career education.

Core Values

Excellence-We seek excellence in all our endeavors and we are committed to continuous improvement.

Intellectual Freedom- We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity-We respect others and value diversity of opinions, freedom of expression, and other ethnic and cultural backgrounds.

Integrity-We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Stewardship of Resources- We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Continue to expect, promote and evaluate a high level instructional quality in general education courses via the established measurement tools in an effort to promote diversity and increased student success.

Critical Success Factors:

- An implemented plan to rectify the quality of education issues created by a lack of qualified personnel
- Classroom technology and facilities are updated and maintained on pace with cutting edge classroom instruction
- The functional needs of the Division of Arts and Sciences is considered is considered a working priority for Academic Affairs
- All of fulltime Arts and Sciences faculty participated in the reappointment, promotion, tenure and post tenure review process
- All of Arts and Sciences faculty participate in Student Evaluation of Instruction process
- All of Arts and Sciences faculty participate in Classroom observation by Department Heads
- All full-time Arts and Sciences faculty participate in the established Merit Appraisal process
- All acquired data shared with individual faculty member as resource to improve classroom instruction

Objective 1.1: Replace all full-time faculty positions that opened due to retirement since Spring 2000.

Strategies:

- Identify replacing vacant faculty slots as a goal that has not been addressed in the established budget process.
- Document and compare for presentation purposes the number of sections taught by adjunct vs. full-time in comparable areas within Oklahoma State University-Oklahoma City.
- Document and present the number of sections taught by adjunct faculty vs. full-time faculty for comparison with peer institutions.
- Document and present growth within discipline areas since the full-time faculty positions became open as evidence of need to replace the position.

Objective 1.2: Hire 1 new Arts and Sciences fulltime faculty per year to accommodate past and future enrollment growth as is justified by institutional information reported to the Oklahoma State Regents for Higher Education.

Strategies:

- Develop an effective program for recruitment and retention of a diverse and qualified general education faculty.
- Identify hiring new faculty as a goal that has not been addressed in the established budget process.
- Document and compare for presentation the number of sections taught by adjunct vs. full-time in comparable areas within Oklahoma State University-Oklahoma City.
- Document and present the number of sections taught by adjunct faculty vs. full-time faculty for comparison with peer institutions.
- Document and present growth within discipline areas since the full-time faculty positions became open as evidence of need to replace the position.
- Explore alternative funding sources that can be used to hire new faculty such as endowments, grants and faculty sharing programs.

Objective 1.3: Establish a practice through modeled behavior that reappointment, promotion, and tenure are based on excellence in teaching and campus service, not simply a product of expectation.

Strategies:

- Communicate on all levels the Divisional expectation that promotion is evaluated by the established criteria within the current retention, promotion and tenure process to include all evaluations.
- Train full-time faculty members who supervise faculty to use classroom and student evaluations of instruction to improve instruction in their lead areas.
- Develop and maintain a mentor system where tenured faculty are matched with new faculty to guide and aid the new faculty member through the evaluation and retention, promotion and tenure process.

Objective 1.4: Require department heads and lead instructors to share all acquired data about a faculty member with the faculty member to improve instruction and increase student success.

Strategies:

- Track all full-time faculty members' position in the tenure track and annually distribute notice of appropriate retention, promotion and tenure/merit evaluation requirements.
- Track all classroom observations and annually distribute notices to department heads and lead instructors who must be evaluated to ensure total participation.
- Track all student evaluations in accordance with policies concerning sections to be evaluated to ensure that all faculty participate in the evaluation opportunity.

Goal Two. Secure and promote faculty and staff development opportunities with an increased emphasis on technology and diversity among disciplines and teaching styles.

Critical Success Factors:

- All Arts and Sciences Division faculty and staff active in the planning process for divisional development opportunities
- \$2000.00 additional institutional appropriation to current operating budget dedicated to individual faculty and staff development travel and conference participation
- 100% participation of the institutional Faculty and Staff Development Committee by Arts and Sciences faculty and staff
- 100% involvement of Academic Technology in training opportunities for Arts and Sciences Faculty and Staff
- 100 % Arts and Sciences faculty and staff participation in institutional development opportunities

Objective 2.1: Identify and communicate all ways for Arts and Sciences faculty to share ideas and training needs with institutional decision makers.

Strategies:

- Encourage all Arts and Sciences faculty and staff assigned to the Institutional Faculty and Staff Development Committee to participate and represent the needs of the entire division.
- Collect and then provide faculty and staff input to the Academic Technology staff regarding specific training needs for Arts and Sciences faculty and staff so they can be included in established training opportunities.
- Encourage all Arts and Sciences faculty and staff to participate in all faculty and staff development opportunities.
- Solicit written suggestions from Arts and Sciences faculty and staff regarding specific training needs and then communicate those needs.
- Continue to fund, at a progressive rate, individual faculty and staff training and development by paying the tuition required when Arts and Sciences personnel requests to participate in a continuing education activity within the Oklahoma State University system.

Objective 2.2: Secure additional funding from institutional budget to pay for travel and other appropriate costs associated with faculty and staff development.

Strategies:

- Identify additional funding needs for faculty development as a divisional priority within the existing budgetary process.
- List faculty and staff development as a high ranking priority in all institutional planning documents.
- Encourage faculty and staff to seek and request development opportunities.

- Seek alternative funding to pay for external faculty and staff opportunities.

Goal Three. Increase advocacy efforts for the maintenance and enhancement of existing classroom (traditional and distance), lab and instructional technology which will result in increased student success.

Critical Success Factors:

- Existing facilities are completely maintained on an annual basis
- Existing facilities are updated annually
- All Arts and Sciences faculty incorporate new instructional methods and/or instructional technology annually

Objective 3.1: Establish maintenance of existing facilities as an institutional priority.

Strategies:

- Encourage faculty to promote their desire for state of the art facilities in appropriate venues like faculty and staff council.
- Encourage Arts and Sciences faculty and staff who serve on the facilities and institutional effectiveness committees on campus to participate and represent the needs of the division.
- Identify which facilities need to be updated and request those updates periodically.
- Identify the maintenance and enhancement of classroom facilities and technology as a main priority within the established budgetary process every year.
- Identify purchases of cutting edge software and hardware as a main priority within the current budgetary process so new and old labs remain current from year to year.

Objective 3.2: Provide opportunities and incentives to compel faculty to incorporate new instructional methods and technology into their classroom presentations annually.

Strategies:

- Identify purchases of cutting edge classroom technology as a main priority within the current budgetary process with an emphasis on student success.
- Identify new funding designated for the improvement of classroom instruction as a main priority within the current budgetary process with an emphasis on student success.
- Provide monetary incentives for faculty to incorporate new and innovative classroom techniques and technology in their teaching that is designed to produce greater student success.
- Provide travel opportunities as incentives for faculty to incorporate new and innovative classroom techniques and technology in their teaching that is designed to produce greater student success.
- Encourage all Arts and Sciences faculty to develop and maintain a good rapport with Academic Technology and Information Technology so that such relationships can increase communication of priorities and needs.

- Encourage faculty who are members of Academic Technology Committee to actively participate on the committee.
- Identify technical training needs for Arts and Sciences faculty within the current budgetary process.
- Seek and secure alternative funding for technical training for Arts and Sciences faculty.

Goal Four. Establish and maintain curricular consistency among class sections in the same subject areas with a special emphasis on distance education courses to promote greater student success.

Critical Success Factors:

- Ranked # 1 among peer institution for traditional and distance education of General Education and Arts and Sciences programmatic courses of study in state of Oklahoma as tracked by Oklahoma State Regents for Higher Education data measuring quality and enrollment information
- All curricular objectives are consistent across each section and disciplines that are reflected in all course materials
- All faculty involved in discipline specific curricular decisions that impact instruction

Objective 4.1: Create and implement a plan of action to improve the quality of General Education courses offered by Oklahoma State University-Oklahoma City.

Strategies:

- Identify Oklahoma State University-Oklahoma City's rank among peer institutions based on quality and enrollment information tracked by the Oklahoma State Regents for Higher Education.
- Share information with Arts and Sciences faculty and staff and request their consultation on how to improve existing courses and any new course offerings that would strengthen our abilities to offer the highest level of education possible in both traditional and distance learning education.
- Assess the current quality of general education course and other Arts and Sciences courses of study in comparison with peer institutions.
- Make contact with peer institutions to share and learn new innovations in general education instruction.
- Make curricular adjustments and adapt current and new course offerings to consistently reflect the improvements made.
- Implement and assess the effectiveness of the changes in relation to the quality and enrollment information measures tracked by the Oklahoma State Regents for Higher Education.

Objective 4.2: Establish and maintain curricular consistency within each discipline within Arts and Sciences.

Strategies:

- Survey current Arts and Sciences syllabi.
- Recruit and involve existing faculty to assist in surveying and assessing current course syllabi.
- Task faculty teaching within each discipline with assessing course content as taught by multiple instructors.

- Encourage instructors to collaborate and include all pertinent curricular information in all syllabi with a given discipline.
- Develop a common course syllabus for basic elements of the course, to include the general appearance (online) and organization of the course.
- Adopt and present a common course syllabus where appropriate to all instructors who teach a specific discipline area.